

VA Student Checklist

Step One – I understand that in order to receive my benefit payments from Veterans Affairs I need to:

- Call the VA Regional Processing Office to determine eligibility. (888) 442-4551.**
- If you are a transfer student than you need to fill out the [22-1995 form](#).**
Submitting your form online greatly accelerates the processing
- Find out from VA, under what chapter will I be receiving my [VA benefits](#).**
 - Chapter 30, or 31, or 32, or 33 or 35, or 1606 or 1607 (REAP)
- Fill out and submit to VA my educational benefits application form.**
Submitting your form on-line greatly accelerates the processing <http://vabenefits.vba.va.gov/vonapp/main.asp>
 - a. [22-1990](#) - chapters 30, 32, 33, 1606 and 1607 (REAP)
 - b. [22-5490](#) - chapter 35
 - c. Chapter 31 – see the VA Vocational Rehabilitation case manager for authorization.

Step Two – Getting Admitted

- Submit an [Application for Admission](#)**
For an application, see your high school counselor, download one or apply online from our [website](#) or call the admissions office at [\(417\) 255-7955](#).
- Official High School or GED Transcript**
High school transcripts must be sent from the school to admissions office through the mail. GED graduates should request that an official copy of their GED scores be sent to the admissions office.
- College(s) Transcripts**
College transcripts must be sent from the school(s) to admissions office through the mail. Transcript request forms are available in the admissions office.
Approximately two weeks after the above documentation is received by the Admissions Office, you will be mailed an admission letter with information regarding registering for classes.

Step Three – Financial Aid

(Degree-seeking students are eligible to apply for financial aid.)

- Apply for Federal and State Aid**
Apply on the Free Application for Federal Student Aid (FAFSA) at <https://www.fafsa.ed.gov> as soon as possible for the Pell Grant and Stafford Loans. Be sure to list Missouri State University-West Plains' school code (031060) on the FAFSA. The application process must be completed every academic year as early as possible; and we recommend filing by March 31. The FAFSA is also the application form for some state programs (April 1 deadline). FAFSA applications can be submitted online or a paper application can be requested from the Missouri State-West Plains financial aid office.
- Apply for Missouri State-West Plains Scholarships**
A variety of scholarships are available through Missouri State-West Plains. For more information go to <https://wp.missouristate.edu/finaid/> or contact the financial aid office. Most scholarships have an March 31 application deadline for the upcoming academic year.

Step Four –

- Meet with your VA Coodinator and get registered for classes.**
- Meet with the certification official in Harr-Dall Hall – [\(417\) 255-7223](#).**
- Fill out the Veterans Registration form**
This form must be filled out every semester; it gives the certification officer permission to certify your enrollment for a specific semester to VA
- Submit a copy of your DD214 to the certification official**
- Submit a copy of your DD214 to admissions**
Required in order to receive credit evaluation for military training

Step Five – Testing

Placement Testing.

While the ACT test is not used by Missouri State-West Plains for admissions, it is used to determine placement of students in some classes.

- *Freshmen and transfer students with fewer than 24 hours* of transferable college credit should have ACT scores on file and sit for a University-administered writing test prior to registration for classes. ACT scores must be less than five years old. If your ACT scores are not on your high school transcript, please request that the testing company send them to the admissions office. For more information on having your ACT scores sent, you may call ACT at (319) 337-1313. Students are encouraged to take the ACT at a national test site. Most high school counselors have information concerning national ACT test dates and locations. Missouri State University-West Plains offers a residual ACT, but students should be aware that these residual test results are typically for use by only Missouri State University. Contact the advisement center to set up a residual ACT and/or writing placement test.
- *Transfer students with more than 24 hours* who do not have English composition credits will need to contact the advisement center to set up an English writing sample. Also, students who do not have math credits will need to contact the advisement center to set up a math placement test.

Step Six – STAR Registration

Register for STAR Orientation.

All degree-seeking first-time freshmen should attend STAR where they will meet with an advisor to schedule and register for their classes. At STAR, students receive their student ID, parking permit, computer account password and have an opportunity to purchase textbooks. Students will receive information about attending STAR Orientation following their admission to the University.

- a. Only first-time students with less than 24 hours completed are required to attend STAR
- b. Sheriff Academy applicants are not required to attend STAR

Print and sign this document

Sign this form and give it to the certification official – Hass-Darr Hall

Student's Signature

Student Signature

yyyy mm dd

Date of student's signature

Certification Officer's Signature

Certification Official Signature

yyyy mm dd

Date of certification officer's signature